

WEEKLY PROGRESS REPORT

NAME

Supervisor's Signature _____

TOTAL SAMPLES ASSIGNED:			
RUSHES			

RUSHES			

LABORATORY TIME	
Time Allocation	
VACATION	
HOLIDAY	
SICK	
PERSONAL	
COMP TIME	
LEAVE W/O Pay	
COURT	
COURT TRAVEL	
QA/QC	

Week Ending

Drug Laboratory

*RUSH cases**

1		TOTAL SAMPLES COMPLETED:						0	
		RUSHES							

N/A=No Analysis Needed

Back Log:		2						

Overtime

SUMMARY	
SAMPLES ASSIGNED	
SAMPLES COMPLETED	
SAMPLES IN BACKLOG	

Safety

INSTRUMENT MAINT.		
TRAINING		
TRAINING TRAVEL		
MEETINGS		
CASEWORK		
OTHER - IN LAB		
OTHER - OUT OF LAB		
Total All		
Total Out of Lab		

Comments:			
			In Progress

0

Total time out of lab	0.00
Total time in lab	37.50
Total overtime*	0.00

In Progress

Cases worked on OT				

Case#	Type	Case#	Type	Case#	Type	Case#	Type	Case#	Type	Case#	Type	Case#	Type	Case#	Type	Case#	Type	#
																		0